

Submission – Step by Step Guide

This guide walks you through uploading files in the eNC3 and Information Reporting application. On the Submission screen, you can upload files, manually enter form information, or a combination of both. For the step by step guide on how to manually enter information, [click here](#). This guide applies to new or amended submissions.

- [Watch a video tutorial](#)

NCDOR

NORTH
 CAROLINA
 DEPARTMENT
 OF REVENUE

Submission for 2017

Use this page to upload or manually enter forms. You may use a combination of both upload and manual entry if necessary.

Trouble with this page? Click [here](#) for help.

▼

Upload Files (0)

Click on one of the buttons below to upload the applicable file. Note: Files must be .txt and meet the specifications found [here](#).

Upload NC-3 files



Upload W-2 files

Upload 1099 files

Upload 1042-S files





▼

Manual Entry

If you want to manually enter forms begin by using Package 1 and select a form from the drop down menu. You can add a form by clicking the  button. You can delete a form by clicking the  button. If you are submitting for more than one employer or payer, click on Add Form Package. You can keep your submissions organized by renaming form packages.

Add Form Package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	NC-3		
● Payment	No payment information.		

Back

Next

File Upload

Step 1. Create a flat file (must be .txt) using the [file formats](#) on the NCDOR website.

NCDOR » eNC3 File Specifications

eNC3 File Specifications

View published New draft Moderate Clone content Layout

Revision state: *Published*
Most recent revision: Yes
Actions: [Unpublish this revision](#)

Associated Files



[nc-3_format.pdf](#)

eNC3 NC-3 File Format Specifications

PDF • 120.77 KB

[Download](#)



[nc-3x_format.pdf](#)

eNC3 NC-3X File Format Specifications

PDF • 180.58 KB

[Download](#)



[w-2_format.pdf](#)

eNC3 W-2 File Format Specifications

PDF • 105.73 KB

[Download](#)



[w-2c_format.pdf](#)

eNC3 W-2c File Format Specifications

PDF • 109.22 KB

[Download](#)



[1099_format.pdf](#)

PDF • 187.85 KB

[Download](#)

Make sure to test your files with the test link in the eNC3 application.



eNC3 and Information Reporting

Welcome to the NCDOR eNC3 and Information Reporting application.

Use this application to file and pay new and amended NC-3s, W-2s, and 1099s. This application allows you to upload files and/or manually enter each form type.

For an overview of how you can file and pay using the application, watch our [eNC3 and Information Reporting Overview video](#).

Before you begin, ensure that you have the following information to file and/or pay successfully:

- Contact information for the person and organization submitting the files
- Bank account and routing numbers (payment is optional)

To begin, select one of the buttons shown on this page. Below are your choices:

- **Test File Formats:** Select this button to verify upload file formats are correct.
- **New Submission:** Select this button to enter new NC-3s, W-2s, or 1099s.
- **New Amended Submission:** Select this button when you need to change an already submitted NC-3, W-2, or 1099.
- **New Payment Only Submission:** Select this button to make a payment only.

Test File Formats Continue New Submission New Amended Submission New Payment Only Submission

Step 2. On the Submission screen, select the button that corresponds with the file you want to upload.

Use this page to upload or manually enter forms. You may use a combination of both upload and manual entry if necessary.

Trouble with this page? Click [here](#) for help.

▼ Upload Files (0)

Click on one of the buttons below to upload the applicable file. Note: Files must be .txt and meet the specifications found [here](#).

Upload NC-3 files

Upload W-2 files

Upload 1099 files

Upload 1042-S files

Step 3. A new window will pop up. Choose the file you want to upload. Keep in mind:

- All files must be .txt files
- There are no file size limitations for the eNC3 application, but your browser may have a 2 GB limitation
- Click **Open** to add the file.

Name	Date modified	Type	Size
1099INT_Return2_2017.txt	1/11/2018 11:52 AM	Text Document	4 KB
NC3_Good2017_AD.txt	12/19/2017 10:06 ...	Text Document	2 KB
W2_Return2_2017.txt	1/11/2018 1:21 PM	Text Document	5 KB
W2_Return2_2017-BAD.txt	3/1/2018 10:21 AM	Text Document	5 KB

Choose the file

File name: NC3_Good2017_AD.txt

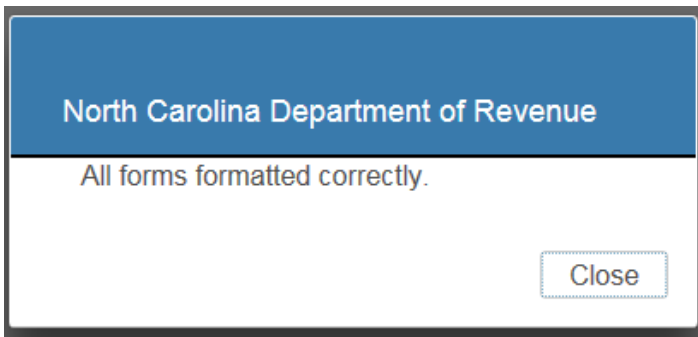
Custom Files (*.txt)

Open

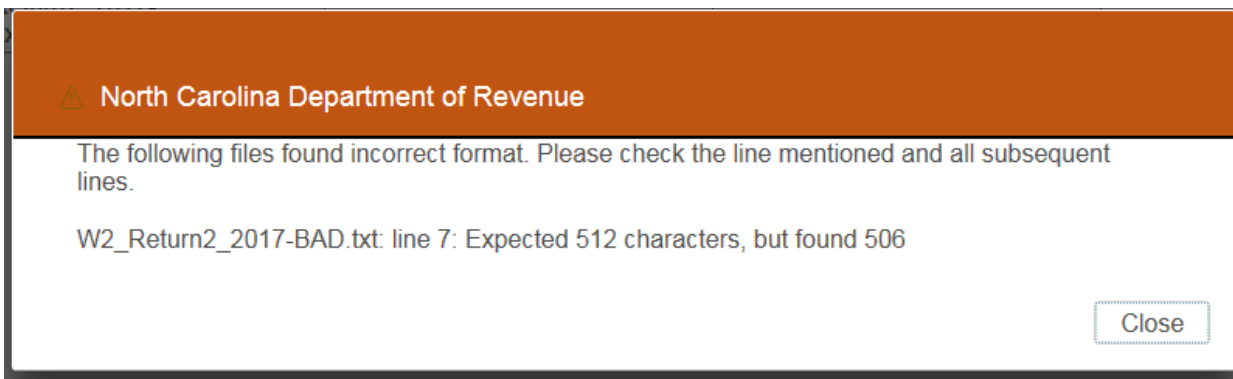
Cancel

Click to open

If there are no errors with your file, you will see a window saying your form(s) were added successfully.



If there is an error, you will receive a message explaining the error in your files. Error messages look like this:



- Use the minus (-) button next to the text file to delete a file.



- Use the same steps to upload W-2, 1099 and 1042-S files.
- You can also use the [Manual Entry](#) section to manually enter NC-3, W-2, 1099, or 1042-S information (including amended forms).

Step 4: Once you’ve uploaded all your files, click **Next** to review your submission.

NCDOR

NORTH CAROLINA

DEPARTMENT OF REVENUE

Submission for 2017

Use this page to upload or manually enter forms. You may use a combination of both upload and manual entry if necessary.

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▼ Upload Files (1)

Click on one of the buttons below to upload the applicable file. Note: Files must be .txt and meet the specifications found [here](#).

Upload NC-3 files



Upload W-2 files

Upload 1099 files

Upload 1042-S files





NC-3 Files (1)	W-2 Files (0)	1099 Files (0)	1042-S Files (0)
NC3_Good2017_AD.txt			

▼ Manual Entry

If you want to manually enter forms begin by using Package 1 and select a form from the drop down menu. You can add a form by clicking the  button. You can delete a form by clicking the  button. If you are submitting for more than one employer or payer, click on Add Form Package. You can keep your submissions organized by renaming form packages.

Add Form Package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	NC-3		
● Payment	No payment information.		

Back

Next

Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)

Manual Entry

This section walks you through manually entering form information in the eNC3 application. On the Submission screen, you can upload files, manually enter form information, or a combination of both.



Submission for 2017

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Upload Files (0)

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Upload W-2 files

Upload 1099 files

Upload 1042-S files

Manual Entry

If you want to manually enter forms begin by using Package 1 and select a form from the drop down menu. You can add a form by clicking the button. You can delete a form by clicking the button. If you are submitting for more than one employer or payer, click on Add Form Package. You can keep your submissions organized by renaming form packages.

Add Form Package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	NC-3		
● Payment	No payment information.		

Back

Next

Step 1: Create a form package, or begin with Package 1. Form packages are a way for you to organize your submissions.

Manual Entry

If you want to manually enter forms begin by using Package 1 and select a form from the drop down menu. You can add a form by clicking the button. You can delete a form by clicking the button. If you are submitting for more than one employer or payer, click on Add Form Package. You can keep your submissions organized by renaming form packages.

Add Form Package

Creates a new form package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	NC-3		
● Payment	No payment information.		

This is a form package



Back

Next

You can change the form package names. We recommend naming the form packages for each business you are filing for (for example, name Company XYZ's form package "Company XYZ"). This may help you keep track of the form packages for your records.





Step 2. Select the form you want using the drop down menu. You can only include **one NC-3 per package**.

Manual Entry

If you want to manually enter forms begin by using Package 1 and select a form from the drop down menu. You can add a form by clicking the  button. You can delete a form by clicking the  button. If you are submitting for more than one employer or payer, click on Add Form Package. You can keep your submissions organized by renaming form packages.

Add Form Package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	NC-3		
• Payment	No payment information.		

Back

Next

Step 3. Click the add (+) button once you select the form you want to add.

Package 1	NC-3		
• Payment	No payment information.		

- If you select a form other than Form 1099-NRS or Form 1042-S, the Demographic Form Entry screen will appear. Information added to the demographic form will carry over to all forms in the package **except Forms 1099-NRS and 1042-S**.
- Complete all required fields on the form. Fields with a red asterisk are required.
- If you don't complete a required field, it will be highlighted in red.

Demographic Form Entry for Package 1

Instructions: The Demographic Form must be completed before completing other forms in a package. The information entered will carry over to the employer/payer demographic fields for all forms within a package, except Form 1099-NRS and Form 1042-S. You may edit the demographic form at any time, however, the changes will update all forms in the package. A new package should be created if you need to submit forms for a different employer/payer.


Employer Name (First 32 Characters) *

☐ Address outside United States?

Employer Street Address *

City *


State *

NC 

ZIP Code *

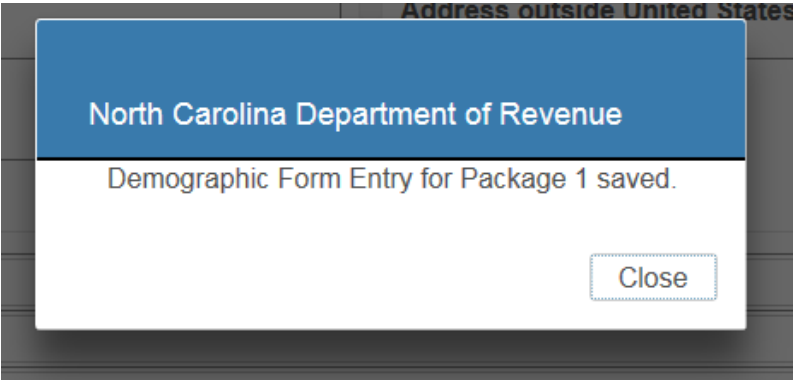
NC State ID Number

Employer FEIN/SSN *

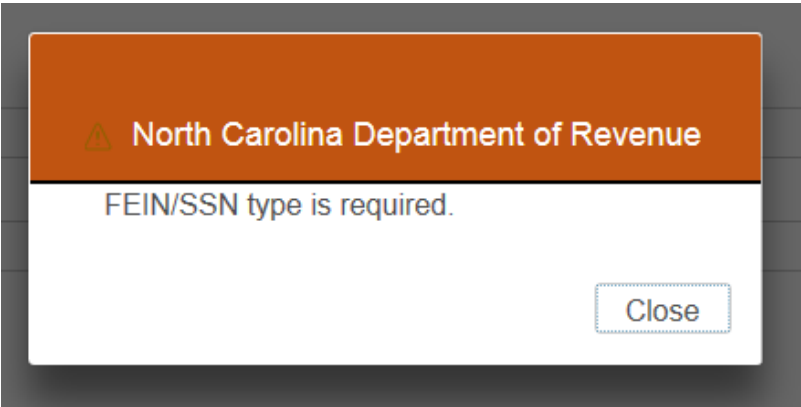
Select an item 

Save Cancel

Once you’ve completed the demographic form click Save. If all your information is correctly entered, you will see the window below.



If you leave a field blank, or enter the incorrect informtion, an error window will appear:



Step 4: Enter the information for the form selected. Complete all required fields on the form.

Enter total tax withheld as reported for each period

1. January *	
2. February *	
3. March *	
End of 1st Quarter	
4. April *	
5. May *	
6. June *	
End of 2nd Quarter	
7. July *	
8. August *	
9. September *	
End of 3rd Quarter	
10. October *	
11. November *	
12. December *	
End of 4th Quarter	

Add Lines 1-12 and enter the total on Line 13. Enter Line 13 on Line 16.

13. Total Tax Withheld as Reported	
14a. Tax Withheld per W-2 Statements *	
14b. Tax Withheld per 1099 Statements *	

Add Lines 14a and 14b and enter the total on Line 15. Enter Line 15 on Line 17.

15. Total Tax Withheld per Statements	
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16. Total Tax Withheld as Reported (From Line 13)

17. Total Tax Withheld Per Statements (From Line 15)

18. Overpayment (If Line 16 is more than Line 17)

19. Additional Tax Due (If Line 17 is more than Line 16)

20. Interest

21. Failure to File Information Return Penalty


22. Amount of Refund Requested

23. Total Amount Due

Back


Clear current form Done with NC-3

If you leave a field blank or enter incorrect information, an error window will pop up:

 North Carolina Department of Revenue

1. January Withholding is required.

Close

 North Carolina Department of Revenue

Line 21 must be 0 or 50.

Close

For W-2s and 1099s, complete the required fields, as indicated by a red asterisk. When you're done, click Done with (W-2, 1099, etc.) to return to the Submission screen. Click Another (W-2, 1099, etc.) to complete another form.

Suffix

Back

Select an item

12d. Code

Select an item

Amount

Clear current form

Another W-2

Done with W-2

Step 5. Use the drop down menu to choose additional forms and repeat the previous steps to add and complete the forms. If you've already completed a W-2 or 1099 and want to add another, use the add (+) button to add another form of the same type.

Package 1	W-2G		
● Demographic Form			
● NC-3	1 form(s)		
● W-2	2 form(s)		
● 1099-R	1 form(s)		
● Payment	No payment information.		

The demographic data you entered previously will be prefilled for each new form you add. If you need to edit this information click on the "Edit Demographic Data" button as shown below. **Note:** Any changes made to demographic data will carry over to all existing forms in your package.

Edit Demographic Data

Payer's name *

Jane Doe

Payer's street address *

501 N Wilmington St

Payer's city or town *

Raleigh

State *

NC

1. Gross distribution

2a. Taxable amount

2b. Taxable amount not determined

☐

Total distribution

☐

Address outside United States?

☐

To edit form information, click on the link next to the form you want to edit.

● NC-3	<u>1 form(s)</u>
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You can delete a set of form types within a package by clicking on the minus (-) button next to a form type. To delete all forms in the package, click on the minus (-) button on the package line.

- In the example below, clicking on the minus (-) button on the W-2 line, will delete all W-2s that have been added. Clicking on the minus (-) button on the Package 1 line, will delete all the forms in the package.

Package 1	W-2G		
● Demographic Form			
● NC-3	<u>1 form(s)</u>		
● W-2	<u>2 form(s)</u>		
● 1099-R	<u>1 form(s)</u>		
● Payment	No payment information.		

Deletes all W-2s.

Deletes all forms in Package 1.

Use the “Add Form Package” button to add a new form package.

Add Form Package

You can rename a form package by placing your cursor in an existing package box (e.g. Package 1). Use the Backspace or Delete key to erase existing text, and begin typing to add new text.

Package 1	W-2G		
● Demographic Form			
● NC-3	<u>1 form(s)</u>		

Step 6 (optional). Add payment information by clicking the add (+) button on the line that says “Payment.” However, if you uploaded an NC-3 with payment information, you don’t need to enter the payment information again.

Package 1	W-2G		
● Demographic Form			
● NC-3	<u>1 form(s)</u>		
● W-2	<u>1 form(s)</u>		
● Payment	No payment information.		

Note: The payment option will not be available until an NC-3 is added. Only one payment can be added per package. To make a payment only without uploading any form information, use the [Payment Only](#) option.

Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)